

**MINUTES OF THE MEETING OF THE BOARD
OF DIRECTORS OF THE ROBERTSON FIRE PROTECTION
DISTRICT OF ST. LOUIS COUNTY, MISSOURI ON
FEBRUARY TWENTY SEVENTH, TWO THOUSAND TWENTY-THREE**

The Board of Directors for the Robertson Fire Protection District met in a special session at the Administrative Offices at 12641 Missouri Bottom Road, Hazelwood, Missouri at 6pm on February 27, 2023. This meeting is being held in person. Individuals are asked to sign in. Individuals that plan to speak are required to sign in.

Jennifer Guyton, Chairwoman/Director
Steve Field, Treasurer/Director
Maggie Sieve, Secretary/Director
Adam Long, Assistant Chief
Paul Martin, District Attorney

The meeting is opened with the Pledge of Allegiance to the U.S. flag.

Director Sieve conducted a roll call. All directors were present.

AGENDA

Director Field made a motion to accept the agenda as presented, seconded by Director Sieve. A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye.

MINUTES

Director Sieve made a motion to pay the bills and invoices, seconded by Director Field. A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Director Field made a motion to accept the open and closed minutes of February 13, 2023 and February 23, 2023, seconded by Director Sieve. A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye.

PUBLIC

Jayne Norris made public comments and asked a question about emergency preparedness. Assistant Chief Long answers the question.

Clara Faatz made public comments.

Director Guyton responded to Coren Anderson's remaining questions.

OLD BUSINESS

Director Sieve read Resolution 2023-4: Monitoring Bank Activity Policy

Director Field made a motion to adopt Resolution 2023-4, seconded by Director Sieve.
A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye

Director Guyton gave the public an update on the Pension Board nominees. Chief Brown was in the process of getting a list of nominees. The issue is tabled for the next meeting.

NEW BUSINESS

Director Guyton informed the public about an informational mailer for Prop C.

Director Sieve made a motion to hire Media Magic to design the Prop C informational mailer for \$300, seconded by Director Field. A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Director Guyton announced to the public that we will be reestablishing the Daylight Saving battery changed program for 2023. Assistant Chief Long notified everyone that Robertson had received grants for batteries and new smoke detectors.

ACCOUNTANTS REPORT

Director Field reads an update from Sikich.

CHIEF'S REPORT

Assistant Chief Long asked the Board to consider the purchase of new name plates for the board meeting room.

Director Field made a motion to purchase name plates for \$494, seconded by Director Sieve.
A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Assistant Chief Long announced that the administration finished its final training on the ESO system, and the ESO system is up and running.

Robertson has received 7 of the 17 payments from participating fire departments to fix our tower.

Assistant Chief Long requested the purchase of 2 training books for Fire Marshal Peebles and Lieutenant Morrow.

Assistant Chief Long reported that 4 of the 7 applicants have been tested and interviewed. The remaining 3 applicants will be tested on March 3, 2023. Chief Brown requested the Board offer full time employment to the 4 candidates.

Assistant Chief Long reported the smoke trailer is listed with a reserve for \$7500.

ATTORNEY'S REPORT

Attorney Paul Martin reported that the litigation with Hazelwood has been stayed pending mediation. A mediator has been chosen in our litigation with Hazelwood. The mediator will be Lawrence Moony.

Attorney Paul Martin reported that the contract with North County Training Association needs to be edited and redistributed to all departments.

Attorney Matt Hoffman announced the negotiation with IAFF Local 2665. Mr. Duffy and shop steward, Matt Anderson discuss and agree upon the protocols for negotiation of the CBA. The first negotiation meeting will be held during a special session on March 23, 2023, at 6pm with the backup date being March 30, 2023.

Director Sieve made a motion to hold a closed executive session on March 6, 2023, at 5:00pm, and a regular board meeting on March 13, 2023 at 6pm at 12641 Missouri Bottom Rd, Hazelwood, MO 63042, seconded by Director Field.

A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye.

CLOSED SESSION

Director Field made a motion to enter into closed session at 6:53 pm for the following reasons:

1. LEGAL ACTIONS, CAUSES OF LEGAL ACTION, OR LITIGATION, ATTORNEY-CLIENT COMMUNICATIONS (610.021 (1)).
2. HIRING, FIRING DISCIPLINING OR PROMOTING OF PARTICULAR EMPLOYEES WHEN INFORMATION RELATING TO THE PERFORMANCE OR MERIT OF INDIVIDUAL EMPLOYEES IS DISCUSSED OR RECORDED (610.021 (3), 610.021(13)).
3. SEALED PROPOSALS AND RELATED DOCUMENTS OR ANY DOCUMENTS RELATED TO A NEGOTIATED CONTRACT (610.021 (121)).

Seconded by Director Sieve. A roll call vote was taken. Director Sieve-aye, Director Field-aye, Director Guyton-aye.

REOPEN FROM CLOSE

Director Field made a motion to adjourn the Closed Session and reconvene in Open Session at 7:15pm, seconded by Director Sieve.

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DISTRICT OF ST. LOUIS COUNTY, MISSOURI ON
FEBRUARY THIRTEENTH, TWO THOUSAND TWENTY THREE**

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Jennifer Guyton, Chairwoman/Director
Steve Field, Treasurer/Director
Maggie Sieve, Secretary/Director
Theo Brown, Chief
Adam Long, Assistant Chief
Paul Martin, District Attorney

The meeting is opened with the Pledge of Allegiance to the U.S. flag.

Director Sieve conducted a roll call. All directors were present.

AGENDA

Director Field made a motion to accept the agenda as presented, seconded by Director Sieve. A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye.

MINUTES

Director Sieve made a motion to accept the open and closed minutes of January 23, 2023 and January 30, 2023, seconded by Director Field. A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Director Field made a motion to pay the bills and invoices, seconded by Director Sieve. A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye.

PUBLIC

Board of Directors recognized Kingpin Lanes in Bridgeton for their donation of toys at Christmastime 2022.

Coren Anderson made comments and submitted questions. Director Guyton addressed several of the questions.

Director Guyton answered Clara Faatz question about the tax rollback and how it affects the current, temporary tax rollback.

OLD BUSINESS

Director Guyton gave update on North County Training Association update. Chief Brown is negotiating a 2 year contract for use of the training tower and having North County Training Association pay for the repairs.

Director Field gave update on the Charter Communications situation. Director Field explained what “legacy” means with regard to the hardware and software being used in both firehouses. Our entire system will have to be overhauled to get everything up to speed. Also, all boxes and phone numbers that cannot be located will be terminated. Director Field’s next meeting with Charter is set for February 15, 2023.

Director Guyton gave update on our transition to Sikich accounting. The board has granted Sikich access to our Quikbooks system so that all transactions can be monitored and reconciled.

NEW BUSINESS

Director Guyton asked for a new pension board of trustees to be established. All members must be trained.

Pension board training will be provided via a 6 hour pre-recorded course that the Board of Directors can purchase for \$500.

Director Sieve made a motion to approve pension board training through Elk Advisory Consulting Group for \$500, seconded by Director Field. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Director Field made a motion to designate a Custodian of records, seconded by Director Sieve. There was a brief discussion about who should be appointed. Chief Brown was chosen as the Custodian of Records. A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye

Director Guyton gave update on the situation with the broken solar panels. This issue will be decided on in closed session.

CHIEF’S REPORT

Chief Brown requested 3 new Stryker LifePak modems totaling \$3621.00.

Director Sieve made a motion to approve the purchase of 3 Stryker LifePak modems totaling \$3621.00, seconded by Director Field. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye

Chief Brown requested the parking lot lights be replaced with LED light heads.

Director Sieve made a motion to approve the purchase of 9-150 watt LED light heads from MLSI Trades to replace the parking lot lights totaling \$3600.00, seconded by Director Field. A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye

Chief Brown gave update on how he will be updating the residents on district business in the future.

ATTORNEY'S REPORT

Attorney Paul Martin reported that the litigation with Hazelwood has been stayed pending mediation. A mediator has been chosen in our litigation with Hazelwood. The mediator will be Lawrence Moony.

Attorney Paul Martin reported that Attorney Matt Hoffman has started talks with the I.A.F.F., Local 2665 with regard to beginning the process to negotiate a new collective bargaining agreement.

Director Sieve motioned the next regular meeting at February 27, 2023 at 6pm at 12641 Missouri Bottom Rd, Hazelwood, MO 63042, seconded by Director Field. A roll call vote was taken. Director Sieve-aye, Director Field-aye, Director Guyton-aye.

CLOSED SESSION

Director Field motioned to enter into closed session at 6:57 pm for the following reasons:

1. LEGAL ACTIONS, CAUSES OF LEGAL ACTION, OR LITIGATION, ATTORNEY-CLIENT COMMUNICATIONS (610.021 (1)).
2. HIRING, FIRING DISCIPLINING OR PROMOTING OF PARTICULAR EMPLOYEES WHEN INFORMATION RELATING TO THE PERFORMANCE OR MERIT OF INDIVIDUAL EMPLOYEES IS DISCUSSED OR RECORDED (610.021 (3), 610.021(13)).
3. SEALED PROPOSALS AND RELATED DOCUMENTS OR ANY DOCUMENTS RELATED TO A NEGOTIATED CONTRACT (610.021 (121)).
4. PREPARATION, INCLUDING ANY DOCUMENTS OR WORK PRODUCT, ON BEHALF OF A PUBLIC GOVERNMENTAL BODY OR ITS REPRESENTATIVES FOR NEGOTIATIONS WITH EMPLOYEE GROUPS (610.021 (9)).

Seconded by Director Sieve. A roll call vote was taken. Director Sieve-aye, Director Field-aye, Director Guyton-aye.

REOPEN FROM CLOSE

A motion was made at 8:29pm by Director Field to adjourn the Closed Session and reconvene in Open Session, seconded by Director Sieve. A roll call vote was taken. Director Sieve-aye, Director Field-aye, Director Guyton-aye.

REPORT FROM CLOSED SESSION

Director Guyton reported on the board's decision to stop paying on the lease for the solar panels. The company has posted bankruptcy in December 2021 which means it is not likely the district will receive any funds back for their breach of contract. The board will look into the damage done to the roof and will ask a local solar panel company to assess the situation with fixing the solar panels.

Director Guyton announced the board and administration will be developing an overtime policy to address current abuses.

Director Guyton announced the board and administration will be developing a fit for duty policy to focus on drug and alcohol abuse.

ADJOURNMENT

Director Field motioned to adjourn the meeting, seconded by Director Sieve. A roll call vote was taken. Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Meeting adjourned at 8:32pm.

President, Board of Directors

Secretary, Board of Directors

Board of Directors

Steve Field
Jennifer Guyton
Maggie Sieve



Officers

Theo Brown, Fire Chief
Adam Long, Assistant Fire Chief
Paul Peebles, Fire Marshall
Darnell Wade, Medical Officer

RESOLUTION NO. 2023-4

MONITORING BANK ACTIVITY POLICIES AND PROCEDURES

The Board of Directors of the Robertson Fire Protection District hereby adopts the following policies and procedures for monitoring bank activity, improving the reconciliation process, and bringing continuity between our the records of the district's Certified Public Accountant (CPA) and the District's financial records.

1. Original bank statements are received by mail at the District. All bank statements will be given to the Fire Chief unopened. The Fire Chief will open the bank statements and review the current month's activity. The Fire Chief will make a list of questions, if any, and request an explanation from the Office Manager. Once the Fire Chief completes his review and has satisfactory answers to any questions, he will initial and date the top of each bank statement. The bank statements will then be given to the Office Staff for filing.
2. The CPA will be set-up with online access to the District's bank accounts, currently maintained at Busey Bank. Online access only allows the District's CPA to see bank statements and account activity.
3. The CPA will reconcile monthly each of the District's bank accounts. The bank reconciliations will be prepared by the CPA's accounting staff and then reviewed by an appropriate manager.
4. Once monthly bank reconciliations are completed, a copy of the bank reconciliations and bank statements will be maintained by the CPA for review and reference when working on the District's accounting.
5. A copy of the completed bank reconciliations and bank statements will also be filed electronically and made available to the District's Directors, Fire Chief, and Office Manager.
6. If there are any unusual items identified when the monthly bank reconciliations are prepared, a communication from the CPA will be sent to the Fire Chief, with a copy to the District's Directors. The Fire Chief will investigate the circumstances and respond with an explanation or request further investigation if not resolved.

ADOPTED BY THE BOARD OF DIRECTORS OF THE ROBERTSON FIRE PROTECTION DISTRICT THIS 27th DAY OF FEBRUARY 2023.

Approved:

Jennifer Guyton, President

ROBERTSON FIRE PROTECTION DISTRICT
AGENDA - REGULAR BOARD MEETING FEBRUARY 27TH, 2023-6:00 P.M.
ROBERTSON ADMINISTRATIVE OFFICES - 12641 MISSOURI BOTTOM ROAD

This meeting is being held in person and on zoom. **Individuals who intended on speaking are required to sign in.**

Zoom link: <https://zoom.us/j/93796206786?pwd=d1RRY1Jkdmtnc1hCdXVTOVVBR2J0Zz09>

1. CALL TO ORDER:
 - a. Pledge of Allegiance
2. AMENDMENT AND/OR ADOPTION OF AGENDA
3. APPROVAL OF February 13th and February 23rd, 2023 MINUTES/ACCOUNTS PAYABLE
4. PUBLIC **All questions must be submitted in writing, with name printed legible, signed and dated. Limit to 5 minutes.**
 - a. Response to previous questions
5. OLD BUSINESS
 - a. Resolution 2023-4: Monitoring Bank Activity Policy
 - b. Pension Board Nominees
6. NEW BUSINESS
 - a. Prop C: Informative Mailer
 - b. Daylight Saving Battery Changes
7. ACCOUNTANT'S REPORT
 - a. Update on Transition of Services to Sikich
8. FIRE CHIEF'S REPORT
 - a. Smoke Trailer
 - b. ESO software update
 - c. board room name plate proposal
 - d. Safety Grant Update
9. ATTORNEY'S REPORT
 - a. North County Training Contract
 - b. IAFF Local 2665: Protocols for negotiations.
 - i. Ground Rules
 - ii. Temporary Agreement
 - ii. Board of Director Items
 - iv. Date & Time of Next Meeting
10. CLOSED EXECUTIVE SESSION will be held March 6th, 2023 at 5:00pm and REGULAR BOARD MEETING will be held March 13th, 2023 at 6:00 pm at 12641 Missouri Bottom Road.
11. THE ROBERTSON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS WILL HOLD A CLOSED SESSION. THE CLOSED SESSION WILL BE HELD IN ACCORDANCE WITH RSMO 610.021:
 1. LEGAL ACTIONS, CAUSES OF LEGAL ACTION, OR LITIGATION (610.021 (1)).
 2. HIRING, FIRING DISCIPLINING OR PROMOTING OF PARTICULAR EMPLOYEES WHEN INFORMATION RELATING TO THE PERFORMANCE OR MERIT OF INDIVIDUAL EMPLOYEES IS DISCUSSED OR RECORDED (610.021 (3)).
 3. SEALED PROPOSALS AND RELATED DOCUMENTS OR ANY DOCUMENTS RELATED TO A NEGOTIATED CONTRACT (610.021 (12)).
 4. PREPARATION, INCLUDING AND DISCUSSION OF WORK PRODUCT, ON BEHALF OF THE DISTRICT OR ITS REPRESENTATIVES FOR DISTRICT LITIGATION AND I.A.F.F. NEGOTIATIONS (610.021 (9)).

